

Directions for Employee Registration

1. Upon initial employment each pest control company must provide the training required in Chapter 620-3-. 02(2) of the Rules of the Structural Pest Control Act. During this time, the employee must work under the direct supervision of a Certified Operator or a registered employee.
2. When the employee meets the training requirement, they may take the Employee Registration exam. This exam is offered throughout the state on a walk in basis. Applicants must have their completed application, picture identification (i.e. driver's license), #2 pencil and a check or money order for the \$10.00 exam fee **NOTE: CASH WILL NOT BE ACCEPTED; ONLY CHECK OR MONEY ORDER.**
3. Exams will be graded on a priority basis and results are mailed to both the applicant and the employer. Results will not be given by phone. Telephone inquiries will only result in slowing the process.
4. Once the applicant has been notified of a passing result, the employer must then apply for registration card by paying the \$10.00 registration fee (certified check or money order) and complete the application for employee registration cards which includes the employee's name, social security number, exam date and requested operational categories.
5. A registration card will be issued to the company for the employee. Should the employee lose the registration card, a replacement card will be issued upon payment of a fee of \$10.00 (certified check or money order) and receipt of the application for employee registration cards.
6. If a registered employee was previously employed from another company, you must re-register the employee with your company. Apply for a registration card by paying the \$10.00 registration fee (certified check or money order) and complete the application for employee registration cards which includes the employee's name, social security number, exam date and requested operational categories.
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8. All registered employees are subject to a biennial renewal which includes payment of a renewal fee and earning of re-registration credit as follows:

Household Pest Control – 8 hours (3 hours of which shall address proper Integrated Pest Management, I.P.M.)

Wood-destroying Organisms – 8 hours (3 hours of which shall address proper preconstruction treatments)

Fumigation – 3 hours

All credits must be earned prior to May 1 of each odd numbered year. Failure to meet this requirement will result in cancellation of the registration and re-examination will be required.